

2015/16 SLO Assessments School Test Coordinator's Manual

DeKalb County School District SLO Test Coordinator Manual

I. System SLO Assessment Windows and Scheduling of SLOs

	Pre-Test Administration Window	65% Cut Off Date for Test Administration*	Post-Test Administration Window
Elementary Year Long Courses	08/17/2015 – 08/31/2015	02/08/2016	04/01/2016 – 05/26/2016

	Pre-Test Administration Window	65% Cut Off Date for Test Administration*	Post-Test Administration Window
High/Middle School Semester Course			
1st Semester	08/17/2015 -08/31/2015	10/19/2015	12/1/2015 – 12/19/2015
2nd Semester	01/11/2016 – 01/25/2016	03/30/2016	04/01/2016 – 05/26/2016

	Pre-Test Administration Window	65% Cut Off Date for Test Administration*	Post-Test Administration Window
High/Middle School Year-Long Courses	08/17/2015 -08/31/2015	02/08/2016	04/01/2016 – 05/26/2016

	Pre-Test Administration Window	65% Cut Off Date for Test Administration*	Post-Test Administration Window
2nd 9 week Courses	10/13/2015 – 10/23/2015	11/04/2015	<i>The last week of the 9-week course or by December 18</i>
3rd 9 week Courses	01/05/2016 – 01/15/2016	02/01/2016	<i>The last week of the 9-week course or by March 10</i>

* Any student initially enrolled in a course prior to or on the “65% Cut-off Date” must be administered the pre-test SLO assessment. Any student initially enrolled in a course after the cut-off date need not be administered the pre-test SLO assessment. All enrolled students, regardless of their enrollment date in a course, must be administered the post-test SLO assessment.

SCHEDULING OF SLO ASSESSMENTS

To make SLO assessment administration a more streamlined and efficient process, schools will need to devise a schedule for SLO assessment administration that is specific to the school. In order to provide for comparable periods of instruction between pre and post-test assessments for all courses with SLOs, SLO assessments should, as much as possible, be scheduled for administration at similar points of time within the pre and post-test assessment windows.

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SCHOOL TEST COORDINATOR RESPONSIBILITIES

- Organize SLO orientation/training sessions for all SLO assessment Examiners.
- Arrange for a secure storage area (under lock and key) for any printed SLO materials.
- Verify that any materials needed for the SLO assessment administration have been received.
- Ensure that prescribed administration procedures are followed.
- Verify the receipt and return of any materials from Examiners.
- Collect and store (in a secure area) any test materials at the completion of the testing.

GENERAL TEST SECURITY

As the results of Student Learning Objectives (SLO) assessments will be used in the Teacher Keys Effectiveness System (TKES), the *Code of Ethics for Educators* and best practices associated with student assessment must serve as a guide for SLO assessment administration. While the Professional Standards Commission has determined that SLO assessments will not be considered “state-mandated assessments” for the purposes of Standard 11, other ethical standards and best practices for student assessment do apply. SLO assessments and ancillary documents are secure test materials that must be handled in a way to protect test integrity.

Teacher Training:

Prior to administering the SLO assessment, each examiner should be trained in administering the assessment. An Examiner/Teacher Direction Manual was designed for each SLO assessment. Teachers should review the Examiner’s Manual carefully before administering the SLO assessment. In addition to the Examiner’s Manual, each examiner should be trained for the following:

- A. Teacher Code of Ethics- Signing the sign in sheet will satisfy that they have been exposed to these rules – Standard 11 (Do’s/Don’ts)
- B. Testing environment expectations- same as state testing.
- C. Scoring open response items
- D. Accommodations
- E. Reviewing the results
- F. SLOs and Teacher Evaluation for 2015-2016 (lagging data)
 - If teachers have TAPS and Student Growth Data, a TEM score will be determined. 2016 TEM will be calculated using SY14-15 data and SY15-16 TAPS Summative.
 - 2014 – 2015 EOG/EOC + Spring 2016 TAPS Summative = 2015 – 2016 TEM

WHO TAKES SLO ASSESSMENTS

The School Test Coordinator must ensure that all required SLO assessments are administered in the appropriate classes. Teachers must ensure that each student enrolled in their “SLO” course prior to the 65% cut off of instructional days has completed the appropriate SLO pre-test assessment and that all students, regardless of length of enrollment, have taken the SLO post-test assessment.

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EXAMINER PREPARATION AND TRAINING

It is essential that teachers familiarize themselves with the format of and instructions for each assessment that they will administer. School Test Coordinators will need to schedule and document direct training of SLO examiners that emphasizes security procedures, check-out and check-in of materials, testing environment expectations, accommodations, testing irregularities, make-up testing, and other topics that you deem necessary.

ACCOMMODATIONS

If a student has an accommodation documented related to classroom testing and assessment, the accommodation must be allowed each time the student is administered a classroom assessment, including an SLO assessment. School Test Coordinators and Examiners must be aware of and make arrangements ahead of time to make sure that accommodations can be efficiently provided. Coordinators should consider provision of testing accommodations when scheduling SLO assessments. This is especially important in cases of accommodations such as small group, read aloud, and others that cannot be provided within the typical classroom setting.

ANSWER DOCUMENTS

School Test Coordinators will want to consider procedures for entering data for constructed or performance based tasks. Procedures may vary from school to school dependent upon individual preference and the age of the students. However, regardless of the procedure used, steps should be taken to ensure the accuracy of this information. The accuracy of this data is essential for state reporting purposes.

SECURITY CHECKLISTS

A SLO Security Checklist may be developed by schools to be used to document the transfer of SLO assessments and associated secure test materials between School Test Coordinators and Examiners. Secure SLO documents should not be distributed to Examiners until they are needed for administration. Examiners may retain possession of SLO assessments only as long as needed to administer the assessment to all of his/her classes that require it. However, whether in the possession of school test coordinators or examiners, all SLO assessment materials should be kept under lock and key when not in use. Examiners must return SLO assessments and any associated secure materials to School Test Coordinators as soon as they are no longer needed to administer/score the assessment. In cases in which a single copy of a student assessment, scoring key, or other type of secure material is needed to score an assessment, examiners may retain one copy. However, this copy must also be secured under lock and key and not accessible to students when not in use. When scoring is complete, the teacher copy must be returned to the School Test Coordinator and documented using the SLO Security Checklist.

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II. During SLO Assessment Administration

TEST MATERIALS

Examiners must ensure that the security of assessments is maintained while in their possession or the possession of students.

- SLO assessments and ancillary materials are to be used solely for testing purposes and may not be disclosed or used for any other purpose.
- Students must not be allowed to leave the test session with notes about the assessment or to take pictures or in any other way make a copy of test items.
- The examiner must make sure that any SLO assessments and answer documents are collected from each student before dismissing students from the test setting.
- Scratch paper (if used) must be collected from students before dismissal.
- In most instances, any printed SLO assessments will be re-used. Unless the particular assessment requires students to write in test booklets, **students should be instructed to not write or make marks on assessments for any reason**. Examiners must closely observe students to ensure that this does not occur and report incidents to the TEST Coordinator when they do.

TESTING ENVIRONMENT

Examiners are expected to maintain a testing environment that is conducive to good test administration and comparable to that which is expected for a state-mandated assessments.

- SLO assessments should be administered exactly as indicated by the instructions that accompany the assessment.
- While examiners of SLO assessments need not remove or cover instructional materials on classroom walls or otherwise displayed as would be the case with state-mandated assessments, there should be no materials visible or available to students solely for the purpose of enhancing SLO assessment performance.
- Students should not have access to any materials not required for completion of the assessment.
- Students should be instructed to silence cellphones and to not access phones or other electronic devices at any time while testing is taking place. Examiners must monitor students to ensure that no such devices are accessed during testing.
- Student seating should be arranged so as to minimize the opportunity for copying.
- Good classroom control should be maintained at all times while students are testing.
- Examiners must not be distracted by non-test related tasks during assessment administration, and they should circulate about the room ensuring that the integrity of the assessment is maintained and that answer documents are appropriately bubbled.

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TESTING IRREGULARITIES

Any teacher and/or examiner who at any time becomes aware of possible testing irregularities must immediately report the incident(s) to their School Test Coordinator or Principal. The School Test Coordinator or Principal will report the irregularity to the System Test Coordinator. Examples of irregularities may include, but are not limited to

- a) Examinee was given access to test questions prior to testing
- b) Examiner or other personnel copied, reproduced, and/or inappropriately distributed secure test materials
- c) Examiner or other personnel altered or otherwise interfered with examinee's responses in any way
- d) Examinee cheated
- e) Examiner or other personnel failed to follow test administration instructions
- f) A test examiner or other personnel failed to follow security procedures when distributing of returning materials that could result in a breach of test security
- g) A test examiner or other personnel uses or handles test materials for purposes other than test administration
- h) A major interruption occurred during testing that interfered with students' opportunity to complete the assessment in an environment conducive to good test administration
- i) Examinee was coached or exposed to inappropriate teaching aids in the testing environment

III. After SLO Assessment Administration

SCORING PERFORMANCE TASKS AND OPEN-ENDED RESPONSES

If a performance task is included in the SLO assessment, a rubric will be used to score the student product. When possible, and if there is more than one teacher of a particular subject, it is advisable that teachers collectively score the performance tasks in order to validate the scoring process. Cross-scoring of performance task items allows teachers to calibrate their understanding of the task and the desired outcome. Each SLO assessment that contains rubrics and/or constructed response items must be scored and entered on the student answer documents. Teachers will have specific instructions for scoring their SLO assessments.

RETURNING MATERIALS

When testing is complete, teachers will return any printed SLO assessment documents to the school testing coordinator as soon as possible. The school testing coordinator should ensure that all assessments that were signed out to each teacher are signed back in using a security checklist. Any discrepancies should be reconciled.

Special arrangements will be made with the system test coordinator to schedule the pick-up of completed answer documents. After administration, SLO test documents will be stored at each school and must be stored in a safe and secure place such as a locked cabinet or closet until they are needed again.

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REVIEWING SLO ASSESSMENT RESULTS WITH STUDENTS

Unlike a regular classroom assessment in which a teacher may review test items and correct responses with students, the items and the correct responses for these SLO assessments must remain secure; therefore, teachers should not review test items or correct responses with students. The content of SLO assessments must remain secure to maintain the integrity of the assessments for future administrations. However, once scores have been received, students should be informed of their overall performance on the SLO assessment linked to the standard level.

MAKE-UP ASSESSMENTS

Any student enrolled for 65% of an SLO course is required to take the SLO pre-test and post-test. Therefore, make-up testing must be arranged for any students who are absent during the initial administration of an SLO pre-test or post-test. In addition, any student who enrolls in an SLO course before or on the “65% Cut-off Date” (see administration dates) must be administered the SLO pre-test. Schools should establish procedures to ensure these students are administered the SLO pre-tests and that results are appropriately reported.

After reviewing the SLO Assessment School Test Coordinator Manual, click the link below and complete the form.

<http://goo.gl/forms/ss0gJ4NW9U>